

Click Path Manual for Pension Module

NIMS

**(Pensioner Details, Pension Calculation Sheet,
Pension Bill Generation, Freeze Pension Bill,
Allowance Acceptance, Allowance/External
Deduction Specification, Commutation, Income
Tax, Old Age Allowance, Form-16,
Supplementary Pension Bill etc.)**



e-Sushrut *ई-सुश्रुत*

An Advanced Hospital Management Information System

Contents

Contents

1.0 Pensioner Detail.....	3
2.0 Pension Category Form.....	4
3.0 Pension Calculation Sheet.....	5
4.0 Pension Calculation Sheet for Auditor.....	6
5.0 Pension Calculation Sheet List for AAO Recommendation.....	7
6.0 Pension Calculation Sheet for AO Sanction.....	8
7.0 Pension Bill Generation.....	9
8.0 Pension Bill for Audit.....	10
9.0 Pension Bill for AAO.....	11
10.0 Freeze Pension Bill Generation.....	12
11.0 Allowance/External Deduction Specification.....	13
12.0 Allowance/Internal Deduction Modification Processes.....	14
13.0 Allowance/Internal Deduction Acceptance.....	15
14.0 External Deduction Specification.....	16
15.0 External Deduction Specification Modify.....	17
16.0 Pension Form-16 Generation.....	18
17.0 Pension Income Tax Assessment.....	19
18.0 Pension Income Tax Assessment Modify.....	20

Pension Module

Click Path

1.0 Pensioner Detail

Click on Pension → Services → Pensioner Details

Enter the Fields.

Note All fields marked as**are mandatory

- Click on search button
- List of Employees entitle for Pension will appear
- Select Employee from the list
- Click on Go
- Employee details will be fetching
- Select Pension Type
- Click on Save
- Pensioner Details will be save

Search – Clear – Cancel buttons

- Save → Data/Record will be save.
- Cancel →Screen will close, It will bring back user to the menu.

2.0 Pension Category Form

Click on Pension → Services → Pension Category Form

Enter the Fields.

Note All fields marked as**are mandatory

- Click on search button
- List of Employees entitle for Pension will appear
- Select Employee from the list
- Click on Go
- Pensioner Details will be fetch
- Select Pensioner Category, Sub-Category
- Select Pay Attribute
- Click on Save
- Pensioner Category Form will be saved

Save – Cancel –buttons

- Save → Employee Current Data will be Saved
- Cancel →Screen will close, It will bring back user to the menu.

3.0 Pension Calculation Sheet

Click on Pension → Services → Pension Calculation Sheet

Enter the Fields.

Note All fields marked as**are mandatory

- Click on search button
- List of Employees entitle for Pension will appear
- Select Employee from the list
- Click on Go
- Pensioner Details will be fetch
- Click on Generate
- Click on Gratuity
- Pension and Gratuity will be Calculated
- Click on Document Uploading Details to upload required documents


- **Save – Clear – Cancel buttons**
 - Generate → Pension and Gratuity amount will be calculated
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

4.0 Pension Calculation Sheet for Auditor

Click on Pension → Services → Pension Calculation Sheet for Auditor

Enter the Fields.

Note All fields marked as**are mandatory

- List of Employees will appear
- Select Employee from the list
- Click on View
- Employee Details will fetch
- Pension Sheet, Pension Order and Commutation Sheet can be view by clicking 
- Select Date of Recommendation
- Check Recommended/Not Recommended
- Write Remarks
- Save


- **Save – Cancel – Buttons**
 - Save → Employee Internal Deductions/Allowances, with Date of Applicability will be saved
 - Cancel→ It will clear all the fields of the form.

5.0 Pension Calculation Sheet List for AAO Recommendation

Click on Pension → Services → Pension Calculation Sheet List for AAO Recommendation

Enter the Fields.

Note All fields marked as**are mandatory.

- List of Employees will appear
- Select Employee from the list
- Click on View
- Employee Details will fetch
- Pension Sheet, Pension Order and Commutation Sheet can be view by clicking 
- Select Date of Recommendation
- Check Recommended/Not Recommended
- Write Remarks
- Save


- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

6.0 Pension Calculation Sheet for AO Sanction

Click on Pension → Services → Pension → Pension Calculation Sheet for AO

Enter the Fields.

Note All fields marked as**are mandatory.

- List of Employees will appear
- Select Employee from the list
- Click on View
- Employee Details will fetch
- Pension Sheet, Pension Order and Commutation Sheet can be view by clicking 
- Select Date of Recommendation
- Check Recommended/Not Recommended
- Write Remarks
- Save

- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Screen Will Close, It will bring back user to the menu.

7.0 Pension Bill Generation

Click on Pension → Services → Pension Bill Generation

Enter the Fields.

Note All fields marked as**are mandatory

- Select Month, Year, Pension Category and Pension Sub-Category
- Check on Final Generation
- Sample Pension Register Generated
- Printout of Pension Register can be taken

- **Generate – Print – Cancel buttons**
 - Generate → Pension Bill will be generated.
 - Print → It will print the Pension Bill.
 - Cancel → Screen Will Close, It will bring back user to the menu.

8.0 Pension Bill for Audit

Click on Pension → Services → Pension Bill for Audit

Enter the Fields.

Note All fields marked as**are mandatory

- Select Demand No.
 - Click on Modify
 - Select Approve
 - Write Remarks
 - Click on Save
-
- **Save – Modify – Cancel buttons**
 - Save → Data will be save.
 - Modify → It will Modify the Pension Bill.
 - Cancel → Screen Will Close, It will bring back user to the menu.

9.0 Pension Bill for AAO

Click on Pension → Services → Pension Bill for AAO

Enter the Fields.

Note All fields marked as**are mandatory

- Select Demand No.
- Click on Modify
- Select Approve
- Write Remarks
- Click on Save

- **Save – Modify – Cancel buttons**
 - Save → Data will be save.
 - Modify → It will modify the Pension Bill.
 - Cancel → Screen Will Close, It will bring back user to the menu.

10.0 Freeze Pension Bill Generation

Click on Pension → Services → Freeze Pension Bill Generation



Enter the Fields.

- Demand List will appear
- Select Demand No. from the list
- Save
- Pension Bill will be freeze

11.0 Allowance/External Deduction Specification

Click on Pension → Services → Allowance/External Deduction Specification

Enter the Fields.


- Click on Search 
- Select Employee from the List
- Click on 
- Save
- Allowance to Specific Employee Saved

- **Save – Clear – View buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - View → Record/Data can be view.

12.0 Allowance/Internal Deduction Modification Processes

Click on Pension → Services → Allowance/Internal Deduction Modification Processes

Enter the Fields.

- Click on Search 
- Select Employee from the List
- Click on OK
- Click on View

- **Clear – View buttons**
 - Clear → It will clear all the fields of the form.
 - View → Record/Data can be view.

13.0 Allowance/Internal Deduction Acceptance

Click on Pension → Services → Allowance/Internal Deduction Acceptance


Enter the Fields.

- Select Employee from the List
- Click Save
- Allowance/internal Deduction will be saved

14.0 External Deduction Specification

Click on Pension → Services → External Deduction Specification

Enter the Fields.


- Click on Search 
- Select Employee from the list.
- Fill Details
- Save
- Record will be save

- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Record/Data Will be cancel.

15.0 External Deduction Specification Modify

Click on Pension → Services → External Deduction Specification Modify

Enter the Fields.

- Click on Search 
- Select Employee from the list.
- Fill Details
- Save
- Record will be save

- **Save – Clear – Cancel buttons**
 - Save → Data will be saved
 - Clear → It will clear all the fields of the form.
 - Cancel → Record/Data Will be cancel.

16.0 Pension Form-16 Generation

Click on Pension → Services → Pension Form-16 Generation

Enter the Fields.

- Select Assessment Year
- Select Pension Generation Category
- Select Pension Generation Sub-Category
- Check on Final Generation
- Click on Generate

- **Generate – Clear – View buttons**
 - Generate → Form-16 will be generated.
 - Clear → It will clear all the fields of the form.
 - View → Data/Record can be view.

17.0 Pension Income Tax Assessment

Click on Pension → Services → Pension Income Tax Assessment

Enter the Fields.


- Write Employee No.
- Click on Go
- Fill all details
- Click on Generate
- Click on save
- Partial Salary Days will be saved

- **Save – Generate – Cancel buttons**
 - Save → Data will be Save.
 - Generate → Assessment will be generated.
 - Cancel → Screen Will Close, It will bring back user to the menu.

18.0 Pension Income Tax Assessment Modify

Click on Pension → Services → Pension Income Tax Assessment Modify

Enter the Fields.

- Click on 
- Select Employee
- Click on Go
- Click on Modify
- Do necessary Modification
- Click on Generate

- **Save – Generate – Cancel buttons**
 - Modify → Data will be Modify as per changes.
 - Generate → Assessment will be generated.
 - Cancel → Screen Will Close, It will bring back user to the menu.